



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
EUGENE I. GESSOW, DIRECTOR

March 6, 2009

## GENERAL LETTER NO. 4-G-26

ISSUED BY: Bureau of Financial and Work Supports,  
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter G, **CASE MAINTENANCE**, pages 2  
and 30, revised.

### Summary

This chapter is revised to:

- ◆ Clarify that an applicant or participant who provides a signed release to a specific individual or organization for specific information has met the requirements for supplying requested information or verification.
- ◆ Remove a reference to allowing timely notice when a child is approved for foster care. Adequate, but not timely notice, is required to cancel FIP when a child is approved for foster care.

### Effective Date

Upon receipt.

### Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter G, and destroy them:

<u>Page</u>	<u>Date</u>
2	June 15, 2007
30	January 23, 2009

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.

"Supply" means the Department receives the requested information or verification by the specified due date. Extend the deadline when the participant requests an extension because the participant is making every reasonable effort to get the information or verification but has been unable to do so.

Participants may be terminated from assistance unless they give you either:

- ◆ Any information or verification you request to establish continued eligibility or the grant amount; or
- ◆ Written permission for another person to release the specific information that is needed to verify the participant's continued eligibility and benefits.

You may ask the participant to sign a release form when the participant cannot provide the information or when you question information provided by the participant. A participant who provides a signed release of information to a specific individual or organization for specific information has met the requirement to provide information and verification.

### **Changes a Household Must Report**

**Legal reference:** 441 IAC 40.27(4) "e," "f," and "g"

Participants and persons who apply to be added to an existing group must report changes in a timely manner, as follows:

Change	Reporting Period
Receipt of first or last check from earned or unearned income, or receipt of a nonrecurring lump sum	Within ten days from the date when the income is received
Changes in resources	Within ten days of receipt of the resource
Changes in household membership	Within ten days from the date a person enters or leaves the household
Changes in school attendance	Within ten days from the date the child is officially dropped from the school rolls
Changes in mailing or living address	Within ten days from the date the address changes
Receipt of a social security number	Within ten days from the date when the number is received

### **When a Child Goes into Foster Care**

**Legal reference:** 441 IAC 41.25(2)

When a child who is a FIP participant is approved for foster care while remaining in the same home, cancel FIP for the child effective the first of the next month following the date the foster care payment approval is entered into the computer system.

FIP for the month the foster care is approved or any retroactive months for which payments are made is not subject to recoupment. If system requirements delay cancellation until the second month after approval of foster care, recoup FIP for the first month after approval.

1. Ms. A, who already has a caretaker FIP case for her niece, is approved to receive foster care for the niece. The foster care is approved on the computer March 2, with a February effective date. The FIP case is canceled effective April 1. No recoupment is necessary.
2. Ms. B, who already has a caretaker FIP case for her grandchild, is approved to receive foster care for the grandchild. The foster care is approved on the computer March 29. The FIP case is canceled effective May 1 and April FIP benefits are subject to recoupment.

When a child leaves the FIP home to enter foster care, remove the child's needs from the grant effective the first day of the following month. System requirements may delay the effective date until the first day of the second month after the month in which the child left the home. In this case, initiate recovery for the first month.

However, if the child returns to the home before the effective date of cancellation, reinstate the child without a new application. Initiate recovery only for the days the child was receiving foster care in the month following the month the child left the home.

When a child leaves a FIP home to enter foster care, but returns to the FIP household in the same month, do not remove the child's needs from the grant. No overpayment has occurred.